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U. S. DEPARTMENT OF AGRICULTURE

Library

NEWSLETTER

January 7, 1915

Vol.3, No.1

The moving of the Library into its new quarters, which we had thought would begin about December 1st, has been delayed by the condition of the floors in the new building. They were laid while the cement underneath was too wet and in consequence warped so badly that it was necessary to take them up. The re-laying of them has begun.

Miss Ethel Lacy's new position turned out to be, not in the Office of Farmers' Cooperative Demonstration work, northern and western states, but in the Office of Experiment Stations, where she is working under Miss Ogden's direction. At present she is compiling a list of extension literature published by the different states, which others will no doubt find useful. Miss Cornelia S. Barnes takes her place, coming by transfer from the National Museum library. Miss Barnes assisted the main Library for several weeks after her appointment, both in order to gain experience and because the main Library was in need of additional help.

Miss Margaret M. Stockbridge, sister of Miss Helen E. Stockbridge who is in the Forest Service library, has been appointed as an assistant in the main Library. An additional messenger boy, Roderick Jamison, has also been appointed.

At the suggestion of Dr. Howard, chief of the Bureau of Entomology, it has been arranged that the Library shall catalogue fully all the articles by Department employees which are published by approval of the Secretary in journals or in any other way than as Department publications. The Library has from the first been keeping a rough list of these articles obtained from the copies of the authorizations for publication sent over from the Office of the Secretary. We have never, however, followed up the articles to see whether and where they were actually published, and under what title. Hereafter this is to be done, and both author and subject cards are to be made. The plan is to have the Bureau libraries cooperate in the work by looking up, and perhaps furnishing the cards for, the articles written by persons in their bureaus. A separate catalogue of these articles is to be kept. Whether they shall also appear in the main catalogue of the Library has not yet been decided. We would be glad of suggestions as to the best way of utilizing these entries.

The H. W. Wilson Company is issuing a new index, in which some of you may be interested, - the Public Affairs Information Service. The "Wilson Bulletin" has the following to say about it:

In November the Library received from the Library Committee a request that a list of periodicals be submitted consisting of about one sixth of the entire library, for consideration as to whether they might be discarded. It was, of course, necessary in order to make up so large a list to include many periodicals

which the library would consider it very desirable to keep. The list was sent by the Library Committee to the users of the library in the various bureaus for comment. There were objections made to the discarding of many of the sets, and these will probably be kept. It is uncertain at present what will be done with those whose retention has not been especially asked for. The Committee does not wish to have them discarded without being sure that they are either available in other libraries or that some other library is willing to take our copies. We have a list of those periodicals which no one has asked to have kept and would be glad to have the Bureau librarians look it over to be sure that there is nothing there that they think it important to retain.

Owing to the uncertainty as to the continuance and receipt of foreign periodicals, the Library has this year obtained an authorization to continue the subscriptions for foreign periodicals, without having bids submitted, with Messrs. G.E. Stechert & Company, who have been supplying them for the last few years. The bid for American periodicals has been obtained by Mr. J. V. O'Hare, of this city.

Perhaps it is worth while to call attention to two points which we probably all know but occasionally forget. (1) When looking up a continuation in the catalogue, remember that in many cases not every number is entered on the catalogue card. This is true not only of regular periodicals but of many series of bulletins irregularly published, as well. The frequency of publication is generally taken as the guiding principle, but there are exceptions and the only way to be sure that we have not later numbers of serials for which there is a pencil record on the card, is to look in the current periodical record. Also, the last numbers of annual reports and other serials of which each number is catalogued, are entered on the continuation slips at Miss Wilkins' desk as soon as received, sometimes a good while before they can be catalogued, so it is well to look there before concluding that such a serial has not been received. (2) A year or two ago when we began putting serials in temporary binders, the work was not very carefully supervised and in consequence the contents of the binders were not always accurately noted on the outside, on the bookplate and on the charge card. Miss Parker is now looking after this part of the work and we hope to avoid such mistakes in the future, but the assistants at the loan Desk and those in the Branch Libraries who lend such volumes should examine them to see that the bulletin or other publication desired is actually there, even though the label may indicate that it is. Also, the Loan Desk assistants should compare the charge card before sending out the volume. If any mistakes are found, please report them to Miss Parker who will have them remedied.

The Bureau of Biological Survey has been moved into the new building on B street and as it is to be in the same building with the main Library, the Bureau library has returned many of the books which are less frequently used, to be shelved in the main Library.

U.S. DEPARTMENT OF AGRICULTURE

Library

NEWSLETTER

January 28, 1915

Vol. 3, no. 2

We have been too busy making history in the last few days to be able to write it down. The moving of the Library to the Bieber Building on B Street was begun on Monday and has gone on with considerable speed since that time. About 60 boxes of books have been sent over and put in place on the shelves each day. The books are available for use in the new quarters within a few hours of leaving their old shelves. None of the work rooms have been moved over as yet, but a considerable number of cases and book shelves has been moved. Of course the room is not holding out as well as we wish, and we think there will not be very much more shelf room than here.

The following letter from the Assistant Secretary's office has been received:

"The Assistant Secretary has approved the plan of issuing an annual library list, supplemented by a short weekly flexo-typed list. He requests that both lists be made as brief as is consistent with adequate service."

Miss Thompson sent to the Division of Publications this week the first installment of cards for the weekly bulletin. These are for the first week in January but the copy for later weeks is ready and we hope to catch up very soon. You will have more to say later about this and about the proposal to have an annual printed list of accessions.

The following circular letter in regard to Department publications will be of interest to those who have not already seen it. (Office of the Secretary, Memorandum 118.)

The following items refer to the Bureau of Plant Industry library:

Miss Allen is temporarily detailed to Mr. Swingle's office for some special bibliographical work. She will spend half of each day on this work for the next two months. Miss Minnie Lewis, formerly of the Library of Syracuse University, has been appointed temporarily to help in the Bureau library while Miss Allen is engaged in this work.

The work in the Bureau library has been the heaviest in its history through January, record circulations having been reached at both the Loan and Periodical desks. The highest book circulation was 126 on January 23, the highest periodical circulation 331 on January 13, while more than 200 periodicals have been circulated on several days. We used to consider 100 a daily average but Alan says that 100 has ceased to be even interesting.

Miss Smith is now editing for publication all bibliographies in the Journal of Agricultural Research, those contributed by experiment stations

as well as those of other Bureaus in the Department. She used to do only those for the Bureau of Plant Industry.

Mr. Kiesselbach of the Nebraska Experiment Station is working in the library for several months, and Miss Eunice Wead, formerly a temporary assistant in the Department Library, is helping him. Mr. A. G. Johnson, of the Wisconsin Station is also doing bibliographical work here for several weeks.

U.S. DEPARTMENT OF AGRICULTURE

Library

NEWSLETTER

February 25, 1915

Vol. 3, No. 3

We are pleased to be able to report what is no doubt news to everyone, that the main Library is moved. It was on the road just four weeks, with two and a half days lost on account of weather. There has supposedly been "no interruption to business during improvements," but really several things have been postponed until after the moving. On the whole, we are pleased with our new quarters. We have more light, more work room and more reading room, but not much more room for books. The books, we think, are much more conveniently arranged all together in the two large rooms, than they were before in the small rooms. The shelf room did not hold out upstairs and the last of the books have to be placed on wall shelves put up wherever spots for them can be found, and until we are used to it, we shall have to do a good deal of searching to find the last part of the learned societies. These books are still in boxes waiting to be attended to. The store room, which we expect to enjoy very much, is at present in a dreadful state. The shelves will all have to be read, as many of them are much out of order. Some classes were shifted several times, over in the old building, so that we might get at the shelving, and of course, it is difficult to keep them in order under such conditions. The lighting of the stacks is not yet completed. We have practically no lights at all in the basement, and no immediate prospect of any. In the meantime we have to use flash lights for the darkest corners, and strain our eyes in the next to the darkest. Our move in 1908 was accomplished in about six weeks, so we have done somewhat better this time. We did not then have such an efficient corps of young men in the Library. One of them this time has attended to the packing of the books in the old building, and two have managed the shelving of them in the new.

Mr. W. W. Sniffin, formerly in charge of the Office of Public Roads library, has been transferred to the Bureau of Education. Miss Francis is now in charge of the Roads library. This library has been reducing its collection somewhat by turning over to the main Library certain classes, such as the State Geological Survey reports and the city reports. The former of these were largely duplicates of those in the main Library and only one set has been kept. The latter it was decided to turn over to the Library of Congress where they would, of course, be available for our use, if needed.

In moving into the new building, certain publications which had been picked out as desirable to discard, were left in the corridor in the old building. These were, for the most part, official government publications, both domestic and foreign, and school and college catalogues. The Library of Congress has promised to take most of this material, and we hope to have it disposed of this week.

Miss Lewis, who has been working temporarily in the Bureau of Plant Industry library, has been permanently appointed to a position in the Office of Experiment Stations library. John Allison, who has been a messenger in the latter library, has been transferred to the main Library.

Miss Atwood has begun the compilation of an index to illustrations of plants, a piece of work that the rest of us will have frequent occasion to use.

U. S. Department of Agriculture

Library

NEWSLETTER

Vol. 3, No. 4

APR 7 1915

The Library has been in its new house long enough to feel somewhat at home, and to get things into a little better shape than they were at the time of our last meeting. It seemed necessary after all to shift quite a proportion of the books, - perhaps about a third of those upstairs in the main book room, in order to use to better advantage the side shelves, and to make room in some places which, in moving, had to be crowded. The wall shelves on the north side of the room are now devoted to the class nearest it on the regular shelves, instead of accomodating the very end of the classification. Also, we have been able to get in, in their proper place, one or two sets which we thought would have to be taken out on account of their size. We are now reading the shelves and hope to have the books positively in order within a week or two. If they would only continue in that state it would add greatly to the happiness of all concerned. As it is we sometimes spend hours at different times searching for a book that is out of place. When we find it, however, the joy is so great that we forget to be angry at the person who misplaced it, even if we could be sure of who it is. Our electric lights, the lack of which was a great inconvenience for several weeks, are now in working order, although there are still a few corners where more could be used to advantage. The outlook from the Reading Room was so unattractive that we were obliged, as you see, to put opaque paper on the windows, in order to shut it out. We have hopes that a fence may be built in front of the windows in the reference room, so that we may be able to leave them uncovered. We have gotten quite a little new furniture since we have been here, but tables for the Periodical Reading Room are still to come. They will release the old tables now in there for use in the stacks, folio room and store room. There are also to be some additional pigeon holes for current periodicals, and some new ones to replace the rough looking ones which are now against the wall. The ends of some of our wooden book cases have still to be finished off, and a new case is to be made to replace the odd one-section one holding Department publications just outside this room.

We have just had the greater part of our biennial inundation of library schools. Pratt visited us on April 1st and the New York State - forty-five strong - came yesterday. Syracuse is expected tomorrow. The visitors are divided into parties and taken through the Library to the different departments, where members of the staff explain the methods. It was necessary to have six groups of the New York State School, and the expositors will now probably have no difficulty in remembering their remarks for the Syracuse people tomorrow, as they have gone over them now about ten times. Tomorrow will probably make a grand total of twelve or thirteen.

I am sure all who do not belong to the District of Columbia Library Association will regret it when they hear that this month's meeting consists of a visit to the Library of Congress where the members are to be taken around to the different divisions and hear from the heads about the work. It will be as good as being a visiting library school ourselves.

I do not know how the Library of Congress staff feels about this additional visit. They will, of course, have their parts well rehearsed and it should be easy for them.

The Library has the beginning of a manuscript collection, in several letters from and to Thomas Jefferson, which have been given by Mr. Bixby of St. Louis to the Secretary, and by him deposited in the Library. You will find some of them in a frame in the Reference Room. You may also notice a small collection of old agricultural books in the Reading Room. We expect to select others from the shelves as we have time to do it. The ones now there were nearly all published before 1600. Probably the 17th century ones will also be included. The suggestion was Miss Warner's.

Miss Oberly, of the Bureau of Plant Industry library, is recovering after a severe illness and has just gone to Berryville, Virginia, for a rest.

A student assistant has been appointed in the Bureau of Entomology,- Miss Kerr, who has been working for a short time in the Library of Congress.

The Librarian is much distressed to find that she has in some occult way acquired a white silk neck-scarf. If any one has lost such an article, please apply.

Miss Sherman sends the following interesting report:

"The Library of the Office of Markets and Rural Organization is maintaining a bulletin board with very satisfactory results. When the board was installed a memorandum signed by the Chief of the Office was sent to every employee from project leader to messenger, announcing its installation and asking that the members of the staff keep in close touch with it. Changes in its notices are made each Monday morning and are left up for one week, emergency notices being inserted during the week, if necessary. A selected list of recent accessions to the Department Library is posted each week, copies of all Memoranda from the Secretary or the Chief of the Office, and many items of Departmental, Office and Library interest are used. Many of the members of the staff make a point of visiting it regularly, several have contributed material for it, and interest in it is evident in many ways. This branch library has had no difficulty as yet in finding interesting material to keep a surface of more than three square feet well covered."

United States Department of Agriculture,
Office of Markets and Rural Organization,
Washington, D. C.

March 30, 1915.

PROPOSED ITEM FOR NEWS LETTER.

The Library of the Office of Markets and Rural Organization is maintaining a bulletin board with very satisfactory results. When the board was installed a memorandum signed by the Chief of the Office was sent to every employee from project leader to messenger, announcing its installation and asking that the members of the staff keep in close touch with it. Changes in its notices are made each Monday morning and are left up for one week, emergency notices being inserted during the week if necessary. A selected list of recent accessions to the Department library is posted each week, copies of all Memoranda from the Secretary or the Chief of the Office, and many items of Departmental, Office and Library interest are used. Many of the members of the staff make a point of visiting it regularly, several have contributed material for it, and interest in it is evident in many ways. This branch library has had no difficulty as yet in finding interesting material to keep a surface of more than three square feet well covered.



U.S. Department of Agriculture
Library.

Newsletter
vol. 3, no. 5/6

May 20, 1915

iserve

You have doubtless noticed in the new Departmental circular the list of recent accessions to the Library which appears on the last page. We are very glad to have this opportunity to give some idea, at least, of what is being received in the Library. It is by no means a complete list, comprising hardly a third of the publications received. Annual reports, proceedings of societies, etc., are omitted as are also many pamphlets of minor interest, and most of the accessions not recently published. The entries are much abbreviated. As we shall probably be allowed only about a page for this list we may have to omit an even larger proportion of ~~xxxxxxx~~ our accessions at times. The list is in reality for publications received during the preceding month, i.e. the April list includes books received in March. It will not do away with the necessity for seeing the slips for new books, and these will be circulated as before to those who have been seeing them.

Miss Barnett would be glad ~~es~~ to have suggested any subjects which would be of interest in the new Departmental circular.

The Catalogue Division is working on ~~xxxxxxxxxxxx~~ a number of changes in the library's scheme of classification, with a view to reprinting it in the near future. It would be very desirable, of course, to have all the changes that we feel are needed made at this time, before the scheme is printed, but if we wait until this is done we fear that there will be a new generation that will get the benefit of it, and we are therefore at present going to make only a part of what we feel it would be desirable to make. These are mostly in the line of expansion of the various ~~xxxxxxxx~~ large classes. The work of changing the books to conform to the new numbers will, even so be very burdensome, and it will be a long time before it will be completed. We shall begin to use the new numbers ~~xxxxxxxxxxxxxxxxxxxx~~ at once for current accessions, and can foresee a large field for confusion for some time to come, as is always the case when we change the classification.

In connection with the program this afternoon the article in the Dept. circular on the moving picture work of the Dept. is of especial interest. Probably most of us have already read it.

Miss Warner

The Office of Markets and Rural Organization has appointed recently an Investigator in Women's Rural Organizations, Miss Anne M. Evans of St. Louis, Mo., a teacher in the St. Louis School of Social Service in Washington University, and a practising attorney. Miss Sherman, the Librarian of the Office, who has been very much interested in the problem of women in rural communities and who has been making a special study of the question for some time, has been appointed to assist her in the investigations which they are making. Miss Sherman and Miss Evans left May 9 for a trip to the Pacific Coast and expect to be gone about two months, returning probably July 1. They will go West together, through the central states, Miss Sherman returning through the South and Miss Evans through the North. They plan to visit many rural communities in the various states in order to see what has been done along the lines of organizing women for economic and social improvement, where work of this kind has been done, how methods used have resulted, what improvements could be made, and what has been accomplished. They will visit also other communities where no work has as yet been done, in order to determine just what is needed, with a view to making suggestions when the work in Washington is well started. They will visit conferences of State leaders wherever possible, interview others, and try to get in touch with agencies and other women interested in the betterment of the living conditions for women in rural communities. This work will be a preliminary survey, before the Office is ready to make definite suggestions as to the organization of special clubs for women.

Miss Warner, of the Office of Taxonomic investigations is ~~xxx~~ visiting ~~xxxxxxxxxxxx~~ scientific libraries in the interest of the Dept. She has just been spending some time in the John Crerar Library, Chicago, and the library of the Missouri botanical garden, St. Louis, with the object of adding titles to the bibliography of horticulture in the compiling of which she is engaged. She has also ~~xxxxxxxxxxxx~~ been acquainting herself with the resources of these libraries in the general field of botany and in old agricultural literature, also, in the case of the John Crerar library, in the field of scientific serials and society publications in which that library is quite rich. As these are libraries from which it is possible for the Dept. to borrow, this information should prove extremely useful. The list of desiderata which Miss Warner has maintained for some time is the basis for her work in these libraries. In the case of the John Crerar, which prints cards for its accessions, it is hoped that the cards representing the books may be purchased and thus be available for use in the Dept.

Miss Hester

A number of the Library staff are going out to California this summer. Erwin Schuler and Theodore Fisher are already there, having left Washington on April 18. They do not expect to return until August. Miss Parker intends to leave for California May 29, and Miss Warren, Miss Katherine and Miss Gertrude Upton plan to take the western trip for their summer vacations. No one from the Main library however, expects to attend the A.L.A. conference. Miss Sherman will be there at the time of the conference and Miss Whitall of the Bureau of Chemistry expects to attend it. Miss Barnett is to have a paper at the meeting of the Agricultural libraries section on the "Relation of the agricultural and experiment station libraries to the Library of the federal department of agriculture", but she will not be present to read it. The chairman of the agricultural libraries section this year is Mrs. Ida A. Kidder, librarian of Oregon agricultural college.

Miss Bertha Gericke, who has been at the Kansas agricultural college library, has been appointed as a temporary assistant in the library. She is, however, detailed to the B.P.I. library and Miss Barnes of that library has come to the main library for a few months' experience.

U. S. Department of Agriculture
Library

NEWSLETTER
Vol.3, No.7

June 17, 1915.

The Library has acquired a very considerable collection of seed and nursery catalogues. Many of these are received directly by the Library and many are sent to the different offices of the Department, several of which have turned over their collections to the Library and are cooperating with it in maintaining the files. Mr. Ricker, of the Office of Economic Collections, Bureau of Plant Industry, is especially interested in this collection and has had it shelf listed. In his office are filed all the catalogues for the last two years, the older ones being kept in the Library. The catalogues were at first arranged by states and countries and under those alphabetically by firms, but at the request of the users we have recently been rearranging them chronologically. The principal service of the catalogues seems to be to assist in finding out dates of introduction of various plants, and the arrangement by date is therefore the most convenient. Of course the shelf list will show what catalogues we have from the different firms. John Allison has been working on the rearranging and has practically finished the U. S. Catalogues. Foreign catalogues will be arranged by country, then by date. The whole collection is to be kept in pamphlet boxes made especially for the purpose.

The bronze medallion of Dr. Galloway, purchased by contributions from the Department, has been finished and is placed in the Reading Room of the Library on the large table. A replica has been presented to Dr. Galloway.

The window boxes which have been placed in the front windows of the Library on B Street are a pleasure to the members of the staff, and we hope, to others. We are glad, also, to see that the bare earth in front of the building is being covered with turf.

The Selected List of Accessions to the Library is continued in the second Departmental circular, as we expect it to be in future ones. This list includes some of the May accessions as well as the April ones and we hope in a month or two to be quite up to date.

We are informed that a list of papers published by Department people in outside publications is to be contained each month in the Experiment Station Record.

It will perhaps do no hurt to call attention to the change of name of the Office of Experiment Stations, which on the first of July will become the States Relations Service - S.R.S. - instead of O.E.S.

Miss Whittall, of the Bureau of Chemistry library has been attending the A.L.A. in Berkeley and reports a very interesting meeting of the catalogue section. Miss Sherman was also there and says that the Agricultural Libraries Section meeting was very successful.

UNITED STATES DEPARTMENT OF AGRICULTURE
Library

NEWSLETTER
Vol.3, No.8
October 21, 1915.

We are sorry to report that the main Library has lost two assistants, Miss Knepper and Miss Styron. Their places have been taken by Miss Ida B. Swart and Miss Julia Q. Clush. Miss H. C. Spraker has been appointed librarian of the Bureau of Crop Estimates in place of Miss Hayward, who has resigned and expects to be married soon. Miss Katherine Wead has been appointed as an assistant in the Bureau of Plant Industry library. Miss Barnes, of the latter library, was detailed for several months this summer to the main Library, her place in the Bureau of Plant Industry library being taken meanwhile by Miss Bertha Gericke of the Kansas Agricultural College library, who had a temporary appointment here.

Within the last few months several of the Bureau libraries have been moved. The States Relations Service library now occupies rooms 611 and 612 in the same building, 220 14th Street. These are both on the same floor instead of being on different floors as were their old rooms. The Bureau of Chemistry library has been moved to the second floor in the same building, and has not so much room as formerly. The Office of Public Roads library moved last spring with the rest of the Office to the Willard Building on 14th Street.

It may be that others have been puzzled by the statement in the Weekly Newsletter of the Department that certain titles of government publications were taken from the weekly list published by the Superintendent of Documents. This list, we understand, is not published, but is a typewritten list sent out to some officials in order to advertise some of the publications.

Mr. Arnold has written to the Library that he intends to arrange to have all the branch libraries receive all the publications of the Department as issued. Are there any of these libraries who do not care to have all of them sent?

Some of you may not have noticed that the Journal of Agricultural Research is now published weekly.

Miss Mary Lacy is to have charge of the cataloguing of articles by Department authors appearing in outside journals and the cards for such publications should be sent to her instead of to Miss Thompson.

A new list of "Commercial organizations of the United States" has been issued by the Bureau of foreign and domestic commerce as its Misc. Series No. 28. It does not include agricultural organizations as did the previous editions. Does any one know whether a separate list of these is to be issued?

U.S. Department of Agriculture
Library

NEWSLETTER
November 24, 1915
Vol. 3, No. 9

Reserve

The library classification has at last been sent to the printer, to the great relief of every one, but especially of Miss Thompson. There have been a very large number of changes made since the last printing in 1906, and preparatory to this edition a great many classes have been expanded, although there has as yet been no opportunity to change the books and catalogue cards. It is hoped that the printing may not take long, as we have only one copy at present with all the changes that have been made, and the new classes are to be used at once for new accessions. There will necessarily be some confusion until we have been able to change both the books and the catalogue cards to what we hope will be their final designation. The largest change perhaps is that for Forestry. The scheme for this subject has been worked out in the Forest Service and follows the general plan of the classification used in the Catalogue of publications on Forestry in the Dept. Library (Library Bulletin 76). There has previously been only three numbers for Forestry, and now there are 65. There has been a great deal of amplification of the classes from 30 to 94. Miss Warner is mostly responsible for those between 60 and 77. No one, however, seems to feel that there is much credit to be gained by being known as the author of these "schedules", for the original scheme cannot be much disturbed without causing a great deal of work, and we therefore have anything but a free hand. The cataloguers are now changing the numbers of the books (and catalogue cards) which have been in 34 (Tropical agriculture). Tropical agriculture is now 38, and the tropical agricultural periodicals 26, following the other agricultural periodicals.

During the summer several new pigeon hole cases have been made for the Periodical Reading Room, and a larger number of current periodicals than before are kept on file there. There are still a few of the less used ones that go immediately to the shelves and of course many are filed in the bureaus. The Reading Room, however, can now accommodate 1380 different journals out of the 2330 which are received. We wish that we could say that the latest numbers of all these will be found there, but this, naturally, is not the case, since many of them circulate to different bureaus before finding a resting place there. And even after that not all of them have time to gather dust (though with the least chance they will do that) because they are so frequently called away on "special requests".

The Periodical Division has recently brought up to date a typewritten list on sheets of periodicals currently received. This is arranged alphabetically by titles. A list of slips is also maintained, arranged by call number, and this is useful as a subject list.

The Office of Markets has recently compiled and had multigraphed a list of publications in the Library on marketing. A copy has just been received and we are told that there are 300 available for distribution. It consists of 29 pages and is arranged by subject, the subjects being General treatises, the different specific products, Markets, Refrigeration and Transportation.

In response to a letter requesting references on Farm tenancy and unexhausted manures, quite a comprehensive list has been prepared, a large part of it, including many periodical references, having been furnished by the Office of Farm Management. In reply to another request a list of references on farm costs and accounting was compiled, the Office of Farm Management also cooperating in this.

Miss Hasse of the Public Documents Division of the New York Public Library wrote recently to ask for a list of what we had in our catalogue on the subject of Forest Taxation, and the Forest Service Library furnished quite a long list of books and articles on the subject.. Miss Stockbridge has also sent the Library copies of several other lists which she has prepared, including "forests of Australasia", "Communal forests", "Forest nurseries" "A list of books on forestry for a small library", "Eucalyptus", "Mahogany", and "Yellow pine". Miss Phillips, from the Office of Grain Standardization has sent us lists of references on "Shrinkage of corn", "Influence on quality of wheat of harvesting at different stages of maturity", "Corn cockle", "Moisture in grain and its effect on their keeping qualities", and "Specific gravity of seeds"

Miss E.M.Ochs, a stenographer from the Division of Publications, was transferred Oct.15, to the Bureau of Plant Industry Library to assist in the revision and centralization of the bureau mailing lists. This work, which has been under consideration for some time, has finally been definitely turned over to the Bureau Library.

United States Department of Agriculture,
Office of Markets and Rural Organization,
Washington, D. C.

November 6, 1915.

SUGGESTED ITEM FOR NEWS LETTER.

Department Bulletin No. 309: Zacaton as a paper-making material, which is a professional paper by Messrs. Charles J. Brand and Jason L. Merrill, has just been issued. Thirteen hundred and twenty-five copies of this publication were printed on some of the paper actually derived from Zacaton, this being the first time that such paper had ever been put through the press. Copies of this limited edition were sent to the depository libraries, to the libraries of the Agricultural colleges and experiment stations and to the list of 134 libraries on Miss Barnett's list. Thus more than one-half of the entire number were sent to libraries, as it was felt that these copies would be bound and cared for permanently. One hundred copies have been set aside to be placed in the volumes bound by the Division of Publications for Department use. No copies were distributed generally either by the Superintendent of Documents or through the Department of Agriculture.

Mr. Arnold hopes to be supplying bound volumes for the branch librarians by the time this volume of the Department Bulletin is ready for the binder, but in case he is not, a copy was addressed personally to each branch librarian and it is suggested that this copy be used in any volume which they prepare for ~~BINDING~~.binding. If in any case the copy is not needed, please

return it to the Library of the Office of Markets and Rural Organization

UNITED STATES DEPARTMENT OF AGRICULTURE

Library

NEWSLETTER

Vol. 3, no. 10

December 20, 1915.

The Annual report of the Librarian will be out on December 23 and a copy will be sent to each of the bureau libraries. Those who would like to see the manuscript reports from the bureau libraries, which there was not space to print in full, may borrow them from Miss Barnett.

The past month has been an unusually busy one in the main Library. The circulation of books was 4439 during November, as compared with 3352 in November, 1914, an increase of more than one third, and it has taxed our resources to get the books to the readers with reasonable promptness. We very much regret that, owing to the increased number of demands, it has sometimes been impossible to accomplish this. We ought, however, to be glad, and we are, that the Library is fulfilling its proper function of usefulness to the Department.

Most of the bureau libraries, when sending in requests for the borrowing of books from other libraries, are kind enough to add a note in cases where our own Library has a copy which is not available of the desired book, - such as "Agr. copy at Bindery" or "Agr. copy cannot be found." It is well to do this, since the person who looks over these requests is seldom the one who dealt with the request for our own copy, and when she finds (as it is hoped she will) that the Library has a copy, she may assume that this was not known to the inquirer, and will either have to discover the facts all over again, or may leave the request to be filled next day in our own library, thus delaying the securing of the book for a whole day.

Electric lights have now been placed between all the rows of shelves in the basement book room, where before on dark days it was difficult to find the books.

A new map case has been made for the Reading Room, as you may have noticed. It matches the one we already have for the Geological Survey maps and is to provide for the growth of this collection.

The Committee on binding and mending, which it was decided to appoint at the last meeting, consists of Miss Ogden (Chairman), Miss Draper, Miss Oberly, Miss Wilkins, Miss Beckwith and Miss Parker.

